

30 AUG 1999

MEMORANDUM FOR DISTRIBUTION

Subj: MARINE CORPS SUPPLEMENTAL GUIDANCE FOR THE FY 1999 INHERENTLY GOVERNMENTAL (IG) AND COMMERCIAL ACTIVITIES (CA) INVENTORY

Ref: (a) DUSN memo of 29 June 1999

Encl: (1) Marine Corps Supplemental Guidance

1. The Office of the Secretary of Defense (OSD) has tasked the Department of the Navy to submit an Inherently Governmental (IG) and Commercial Activities (CA) inventory report. The Deputy Undersecretary of the Navy provided guidance for the submittal of the inventory in the reference. The data provided by this inventory will support the requirements of the (1) Federal Activities Inventory Reform (FAIR) Act of 1998, and (2) the Office of Management and Budget (OMB) Circular A-76 annual report to Congress. Of equal importance is that the inventory provides a tool to support Installation and Business Reform initiatives by identifying ALL personnel by the function they are performing.
2. To ensure compliance with the OSD policy, Commanding Officers should validate the inventory prior to its submission to Headquarters Marine Corps. To meet OSD's reporting deadline we must have your inventory update submitted to Total Force Structure Division (TFSD), Marine Corps Combat Development Center (MCCDC) by 1 October 1999. To expedite the reporting process, commands are requested to submit their inventories electronically in accordance with the guidance provide in enclosure (1). MarForLant, MarForPac, MatCom, and MCCDC should review the POC list and assigned T/Os in the attachment to the enclosure to ensure coverage of all support establishment positions for which they are responsible
3. The Headquarters Marine Corps points of contact for the inventory are as follows: for policy and overall guidance, Mr. Jerry D. Stark, LR, (703-614-4760); for information on the database, Paul Plant, TFSD, (704-784-5475), and for use of the data files, Mr. Ron Hogans (DSN 224-5714).

DISTRIBUTION:

## **MARINE CORPS SUPPLEMENTAL GUIDANCE FOR COMPLETING THE INHERENTLY GOVERNMENTAL (IG) AND COMMERCIAL ACTIVITIES (CA) INVENTORY**

1. **PURPOSE.** The objective of the inventory is to obtain a more accurate and complete inventory of the functions being performed throughout the Marine Corps, using uniform guidelines, criteria, and reason codes. This data will provide a baseline that will be used to support Marine Corps cost reduction and business reform initiatives. Further, the inventory will be used by DON and DoD senior level policy makers for establishing plans to meet Department of Defense competition and cost reduction objectives. Changes made on the IG/CA inventory spreadsheets DO NOT constitute a change to a T/O or a T/O change request (TOCR).

2. **SCOPE.** The FY 99 Inherently Governmental and Commercial Activities inventory requires coding of **ALL** Marine Corps military manpower authorizations and funded civilian positions (heretofore referred to "authorizations") as of 30 September 1999. Active duty reservists and foreign national indirect hires must be coded. Non-Appropriated Fund Employees (NAFE), Individual Mobilization Augmentee (IMA) or Individual Ready Reserve (IRR) **are NOT included in this inventory**. To facilitate the conduct of the FY99 inventory, TFSD has created and populated a database with all Marine Corps military and civilian authorizations. Commands should use the database as their baseline and not try to project what their 30 September 99 T/O will be. TFSD will apply manning percentages so that the inventory that goes forward to DON will reflect the authorization profile for 30 September 1999. All T/O lines in the database must be coded.

3. **APPROACH.** The basic steps for accomplishing the completion of the inventory are similar to those used to complete last years IG inventory: identify the organization purpose, identify functions being performed by the organization, identify the billets performing those functions, and code them accordingly. MOS sponsors and other personnel at HQMC will review command coding for consistency across commands and to evaluate the need to retain billets to perform functions necessary to meet career progression or rotational assignment requirements. The inventory for Operational Commands will be completed by TFSD.

4. **FUNCTION CODES.** Authorizations must be coded with the FUNCTION BEING PERFORMED AS HIS/HER REGULAR DUTY, regardless of positions description, occupational series, or other non-function related considerations (Example: a warehouseman temporarily helping with information processing because he knows how to use a computer should be coded as T801, not T820A or W824). For authorizations coded with a \_999 (other) function code you must provide an explanation of the actual duties being performed. The function codes to be used are provided in enclosure (2). **NO OTHER FUNCTION CODES MAY BE USED.**

5. **REASON CODES.** Reason codes will be assigned using the listing provided in enclosure (3). You will note that the listing of reason codes differs from that provided previously in the Department of Navy Guidance of 29 June, 1999, which also provided coding to address the Navy's Strategic Sourcing Initiative. Enclosure (3) also includes additional codes recently approved by OSD. These additional codes may be used as appropriate. For military authorizations commands may use Reason Codes A through D, in addition to Reason Code R. For civilian authorizations Reason Codes G through U may be used. Reason Code K has been eliminated. For any authorizations coded with Reason Code G, H, or I an explanation for the use of that code must be provided in the comments field. Foreign National Indirect Hires should be coded with Reason Code J.

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6. FLEET ASSISTANCE PROGRAM (FAP) BILLETS. FAP billets coded with an "F" in the Status Code field on the T/O must be coded in accordance with the above guidance. Additionally, authorizations being filled by "non-official" FAPs must be coded by adding an "F1" in the Status Code field. All FAP billets will be mapped back to their parent unit to avoid the possibility of double counting.

7. DATABASE USE. Access to the data for use in completing the FY99 inventory may be obtained by two methods: via the Web site LR has established for this purpose, or by Excel spreadsheets provided by HQMC. Mr. Hogans is the POC at HQMC for distribution of access passwords. He can be reached on DSN 224-4760 or Comm. 703-614-4760. THE Web site can be accessed at <http://www.hqmc.usmc.mil/lrweb.nsf> and click on the IG/CA INVENTORY LINK. This site will contain resource materials including data base guidance, data element definitions, functional and reason code definitions and other appropriate reference materials.

a. WEB SITE. Commands have provided LR with their designated Point of Contact. These POCs will be contacted and given a password that enables them to access *their* data on the Web. Commands may update their files directly on the Web site if they choose to do so. A listing of POCs is provided on the web site to facilitate dialogue between commands.

b. EXCEL SPREADSHEET. Microsoft Excel files may be downloaded from the web site by command POCs. These files must be updated and returned by uploading to the Web site. Directions for file uploading are available on the Web site. **NO CHANGES ARE PERMITTED** in the ordering of columns or field formats within the spreadsheet.

#### 8. ADDITIONAL INFORMATION REQUIREMENTS.

a. It is the intent of HQMC to use the IG/CA inventory to respond to all of the various inventory requirements with one data call. As these other reporting requirements are further defined, the IG/CA inventory may have to be refined to reflect those requirements requiring commands to provide additional data. Every attempt will be made to keep these add-ons to a minimum

b. The Commercial Activities Report to Congress. DoD is required to submit an annual Commercial Activities Report. This report contains information on actual (FY99) and projected (FY00) civilian and military work years. It is anticipated that the IG/CA Inventory will meet the requirements of that report. DoD deadline for obtaining that information is 15 December 1999. As they more clearly define their requirements, HQMC will provide the necessary guidance to make the data collection as easy as possible.

c. Federal Activities Inventory Reporting (FAIR) Act of 1998 (PL 105-270). This law requires Federal Agencies to maintain an inventory of the agency's commercial activities. The inventory is to be forwarded to OMB in June of each year and made available to the public through the Federal Register. Interested parties may challenge whether or not a commercial activity is appropriately included, or excluded, from the inventory. The challenge is not for the purpose of establishing competition or offering competitive bids. OMB has proposed, but not yet established the requirement, for the FAIR Act inventory to be forwarded to OMB by 30 June of each year.

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9. POINTS OF CONTACT. The POC for overall administration of the IG/CA inventory is Mr. Jerry D. Stark, DSN 224-4760. For information on the database the POC is Mr. Paul Plant (DSN 278-5475). Questions concerning the use of the data files (both Excel and the Website) should be directed to Mr. Ron Hogans (DSN 224-4760).

